



INTERNS WANTED

The Bureau of Justice Assistance (BJA), in the United States Department of Justice, is seeking qualified interns for the Summer, Fall, and Spring Semesters.

INTERNS WILL HAVE THE OPPORTUNITY TO ASSIST BJA WITH ITS OPERATIONS BY:

- \$ Aiding in award and management of grant programs that support public safety initiatives;
- \$ Reviewing and drafting correspondence;
- \$ Planning and supporting conferences and training events; and,
- \$ Participating in strategic planning processes focused on substantive criminal justice policy issues, to include background research and drafting related policy papers.

ELIGIBILITY AND QUALIFICATIONS: BJA's internship program is open to undergraduate and graduate students who are enrolled in a US college or university during the term of the internship. Preferred majors include criminal justice, political science, public policy, public administration, or other related social science fields. Applicants must have completed at least 60 credit hours, be at least 18, and must be a US citizen. Applicants must also be proficient in basic PC software applications. Selected applicants will undergo a light background check to qualify for a security clearance.

Approximately 6-8 interns will be hired each semester. **All positions are in Washington DC.** Internships are unpaid; however, BJA is happy to assist students in meeting any requirements associated with obtaining course credit.

TO APPLY: Please submit a resume summarizing your skills and experience, as well as a copy of your college transcript, and a letter of reference from a professor or employer. Please send a cover letter outlining why you are interested in this internship program, and what you hope to accomplish by working in the BJA. Finally, please ensure you have included your full name, contact information, and the times you are available to work in your application packet. Be sure to include a current number where you may be reached; this may mean including contact numbers at your home and school residences.

Application packets may be faxed or sent *private courier* to:

Intern Coordinator
Bureau of Justice Assistance
Office of Justice Programs
810 7th Street, NW, Room 4118
Washington DC 20531
Fax: 202-616-2421

Application Deadlines*:

Spring Semester: December 5, 2003

Summer Semester: April 16, 2004

Fall Semester: July 16, 2004

*Applications will be accepted on a rolling basis